

The NH Division of Weights and Measures

FINDINGS IN THE FIELD (e-letter) ***Division Field Notes ~ Technician Tips***

TO: Licensed NH Service Technicians and Service Companies
FROM: New Hampshire Division of Weights and Measures
DATE: November 2014
TOPIC: **Note #7: Service Technician Reminders**

IMPORTANT: SERVICE TECHNICIAN REMINDERS

- A service technician must have his or her own currently valid certificate of registration upon his or her person;
- Must have all required NIST Handbooks (hard copies or electronic versions) including applicable examination procedure outlines (EPOs), RSA 438, Agr 1404 & Agr 1405;
- Placed In Service/Inspection Report forms are on the Division website: www.agriculture.nh.gov and can be filled in using Adobe or purchased in triplicate pads from the office. (see order form on website);
- Print clearly on all Division forms;
- Placed In Service Reports must be mailed, emailed, or dropped off at the office within 5 days of certifications (if mailed, envelope must be postmarked within 5 days of certifying device);
- If unable to obtain an account number, fill in the customer's phone number or call device licensing for the account number for the Placed In Service Report;
- If serial numbers are missing or not readable, notify device licensing;
- List the total number of meters;
- Apply certification stamps to devices **at the time of certification**;
- **Certification stamps shall not be mailed to device owners;**
- **Only licensed NH service technicians and Division officials can place certification stamps on devices;**

- Certification Stamp numbers must be written on Placed In Service/Inspection Reports;
- Lead seals (i.e., security seals) must be attached according to Agr 1404 & Agr 1405;
- Retain copies of completed Placed In Service/Inspection Reports for at least one year;
- Test equipment must be certified yearly *within 90 days prior to license expiration*;
- For service technician questions call 603-271-3700;
- For device licensing questions call 603-271-2894;
- For lab questions (including drop off/pick up), please call (603) 271-0894.

Please be advised that this e-letter addresses specific issues encountered by Division investigators and Division staff including: devices that licensed NH service technicians test, calibrate, and certify pursuant to RSA 438, updates and reminders of procedures and techniques in the NIST Handbooks, reminders of the Division's laws and rules and other relevant matters. It is intended for educational use and is not a complete representation of the Division's laws or rules.

Service Companies:
Please share this information with your licensed
New Hampshire service technicians

For a complete and official version of the Division's laws and administrative rules go to our ***newly designed website***: www.agriculture.nh.gov & click on the Division of Weights & Measures laws and rules page, or contact the Division at (603) 271-3700 or (603) 271-2894